



NOTICE OF VACANT POSITION **As of January 12, 2021**

Institutional Development Division

One (1) Project Technical Assistant IV (Outsourced) Position

Basic Salary : P28, 276.00 / month

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: None required

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Health related or any relevant course;
- Has the ability to think logically and understand complex ideas and data;
- Good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint);
- Proficient in both oral and written communications;
- With good interpersonal skill, work attitude, and moral character;
- Can work with less supervision.

Duties and Responsibilities

1. Provide technical and administrative assistance in implementing and coordinating the Awards and Incentive Programs;
2. Assists in the dissemination of scholarship, fellowship. And awards and incentives to prospective grantees and institutions interested in health research including COVID-19 researchers;
3. Assists in the initial applications review and prepares documents for subsequent actions;
4. Identify committee members who will select the qualifiers and winners of the Awards;
5. Set the date, time, and venue and coordinate with the identified committee members for the evaluation meeting;
6. Assists in organizing and coordinating meetings with institutions, scholars/fellows, DOST-SEI, RHRDSs, and other stakeholders;
7. Monitor progress of all grantees and their research initiatives and activities related to response to COVID-19 and other public health emergencies;
8. Maintain database and filing system for all pertinent documents;
9. Undertake timely processing of applications/nominations;
10. Prepare relevant documents including letters, reports, and minutes of the meetings; and
11. Prepare all documents needed for the selection of winners



Research Development and Management Division

Two (2) Project Technical Assistant IV (Outsourced) Position

Basic Salary : P28, 276.00 / month

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: None required

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Pharmacy, Biology, Chemistry and Public Health;
- Has a background in Project Management/Monitoring, Grant Administration, or experience in the pharmaceutical or clinical research industry.

Duties and responsibilities

1. Process assigned proposals in accordance to the PCHRD review mechanism compliant to the GIA guidelines, DOST protocols and instructions, and other related rules and regulations. General activities will include as follows:
 - a. Screening and reviewing of proposals in terms of alignment, duplication, and completeness;
 - b. Facilitating external reviews with identified technical/field experts;
 - c. Preparing applicable documents and materials prior, during, and after the evaluation process;
 - d. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project;
 - e. Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews;
 - f. Presenting project and budget to division chief and/or senior staff, PNHRS GC, and DOST EXECOM for approval; and
 - g. Assisting in the processing of MOA and fund releases.
2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows:
 - a. Developing an M&E plan for each assigned project;
 - b. Conducting site and institutional visits as necessary. Preparing site visit reports;
 - c. Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments; and
 - d. Resolving conflicts and issues related to project implementation.
3. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc; and
4. Perform other duties and functions as assigned by the division chief or immediate head.



Research Information, Communication, and Utilization Division

One (1) Project Technical Assistant IV (Outsource) – Communication / Marketing - Reposted

Basic Salary: P28,276/ month

Qualification Standard

Education:	Bachelor's Degree relevant to the job
Experience:	None required
Training:	None required
Eligibility:	None required

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Mass Communication / Development Communication;
- Strong interest in health science;
- At least a year of working experience in the related field;
- Familiar with the latest updates on SEO, SEM, email, advertising campaigns, and social media trends;
- Knowledgeable in Adobe Photoshop, Illustrator / Premiere / After Effects / CAD, and 3D Graphic Design;
- Can work under pressure and in minimal supervision;
- Strong coordination skills and ability to multi-task.

Duties and Responsibilities

1. Supports the Communication Unit of the Council;
2. Produce articles for publication in print and online;
3. Conceptualizes, develops, and implements promotional materials such as videos, animations, documentaries, etc.;
4. Write and proofread content, press release and other type types of content as needed;
5. Assists in the development of content of PCHRD Social Media pages;
6. Assists in the implementation of promotional strategies, marketing communications, and public relation activities;
7. Analyzes social media and websites activity reports to continuously improve the visibility of the Council; and
8. Performs other duties and functions assigned from time to time.



Project Technical Specialist I (Outsource) – Creative Multimedia - Reposted

Basic Salary: P36,628 / month

Qualification Standard

Education:	Bachelor's Degree relevant to the job
Experience:	None required
Training:	None required
Eligibility:	None required

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Marketing / Arts / Design / Creative Multimedia / Mass Communication / Development Communication or equivalent;
- At least a year of working experience in the related field;
- Knowledgeable in Adobe Photoshop, Illustrator / Premiere / After Effects / CAD, 3D Graphic Design, Zoom
- Can work under pressure and in minimal supervision
- High degree of independent judgement
- Strong coordination skills and ability to multi-task

Duties and Responsibilities

1. Supports the Communication Unit of the Council;
2. Assists in the video shooting and recording of the Executive Director and other DOST official's presentations, speeches, messages, and the likes;
3. Assists in the development of publication materials;
4. Assists in the implementation of promotional strategies, marketing communications, and public relation activities;
5. Incorporates and ensures brand consistency of the Council; and
6. Performs other duties and functions assigned from time to time.

DOST-PCHRD encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to signify their interest in writing. DOST-PCHRD complies with the Equal Employment Opportunity Policy (EEOP) and that No person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person.

Attach the following documents to the application letter and send to the address below not later than **January 26, 2022**.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Accomplished Work Experience Sheet;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records and Diploma
6. Photocopy of training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience; and
8. Application Letter addressed to :

DR. JAIME C. MONTOYA
Executive Director

In compliance with the community quarantine now taking effect in different regions of the country due to the pandemic COVID-19, QUALIFIED APPLICANTS are advised to send through email their application requirements addressed to:

MS. JESSAMYN BUCLATIN
ACCOUNTANT III
OIC - Human Resource Management Section
Philippine Council for Health Research and Development -DOST
Saliksik Building, General Santos Avenue, Bicutan, Taguig City
Bicutan, Taguig City
pchrd.hrrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director

Date Posted: _____